

Pharmacy Manager Release 14.5

Pharmacy Manager 14.5 introduces the following features:

All Countries

- **Populating Directions on Electronic Prescriptions** - You can now choose to automatically populate directions when dispensing electronic prescriptions.



See [Pharmacy Details - Keystroke Reduction](#) on page 2 for more information.

- **Stock & Order Management - Low Stock / Excess Stock / Dead Stock / Often Owed** result screens:

- **Edit values** - You can now select **Edit** to edit values on the results screens.



See [Updating Editable Stock Values](#) on page 3 for more information.

- **Export to CSV or PDF** - You can now export the data on the results screens to a CSV (Microsoft Excel) or a PDF.



See [Stock Inventory Report](#) on page 4 for more information.

Integrated Functionality

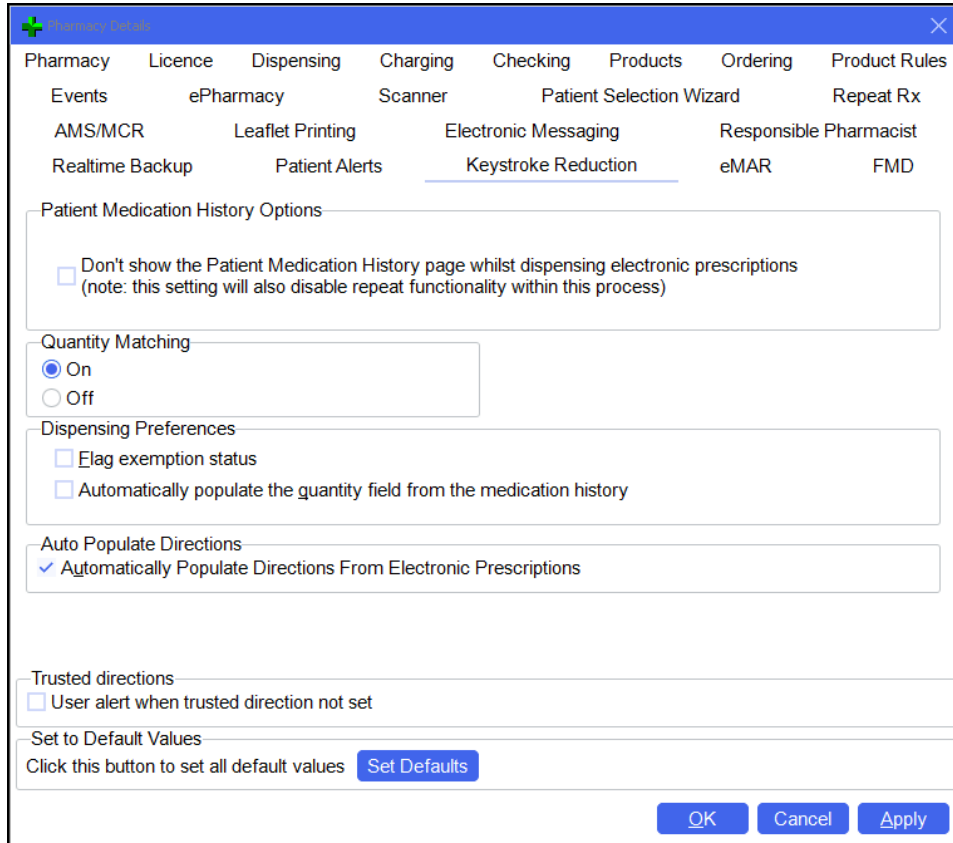
- **CPCS Referrals** - Customers using **Pharmacy Services** can view their **Community Pharmacy Consultation Service (CPCS)** referral numbers from the **Pharmacy Manager Dashboard**.



See [Viewing your CPCS Referrals](#) on page 6 for more details.

Pharmacy Details - Keystroke Reduction

To access the **Keystroke Reduction** tab from the **Pharmacy Manager Menus** select **Tools - System Settings - Pharmacy Details**. The **Pharmacy Details** screen displays, select the **Keystroke Reduction** tab:

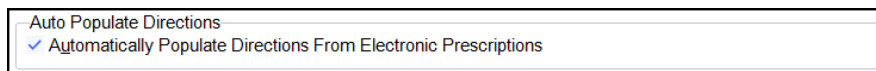


The screenshot shows the 'Pharmacy Details' window with the 'Keystroke Reduction' tab selected. The window contains several sections of settings:

- Navigation Menu:** Pharmacy, Licence, Dispensing, Charging, Checking, Products, Ordering, Product Rules, Events, ePharmacy, Scanner, Patient Selection Wizard, Repeat Rx, AMS/MCR, Leaflet Printing, Electronic Messaging, Responsible Pharmacist, Realtime Backup, Patient Alerts, Keystroke Reduction (selected), eMAR, FMD.
- Patient Medication History Options:**
 - Don't show the Patient Medication History page whilst dispensing electronic prescriptions (note: this setting will also disable repeat functionality within this process)
- Quantity Matching:**
 - On
 - Off
- Dispensing Preferences:**
 - Flag exemption status
 - Automatically populate the quantity field from the medication history
- Auto Populate Directions:**
 - Automatically Populate Directions From Electronic Prescriptions
- Trusted directions:**
 - User alert when trusted direction not set
- Set to Default Values:**
 - Click this button to set all default values


Buttons at the bottom:

- **Auto Populate Directions** - If ticked, when dispensing an electronic prescription the **Directions** field (if blank) will automatically populate on **Dispensary** screen with the directions directly from the electronic prescription:



Auto Populate Directions

- Automatically Populate Directions From Electronic Prescriptions

 **Important** - If this is ticked, dosage checking for electronic prescriptions will not be possible.

 **Note** - If there is a trusted direction set up for the direction on the prescription the trusted direction will take precedence.

 **Note** - This will not affect dosage codes when dispensing an MDS prescription.

Updating Editable Stock Values

You can update some stock values on the Stock Inventory screens, including the **Low Stock**, **Excess Stock**, **Dead Stock** and **Often Owed** filtered screens.


To update a stock value:

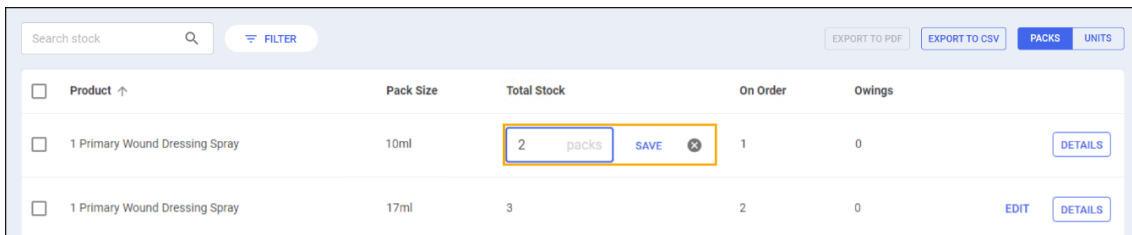
1. From the **Stock Inventory** screen, find the product you wish to update.

2. Select **EDIT** :



Product ↑	Pack Size	Total Stock	On Order	Owings	
<input type="checkbox"/> 1 Primary Wound Dressing Spray	10ml	0	1	0	EDIT DETAILS
<input type="checkbox"/> 1 Primary Wound Dressing Spray	17ml	3	2	0	EDIT DETAILS

3. The editable stock items display with a blue box surrounding it. Enter the correct stock number and select **Save**  or press **Enter** on your keyboard:



Product ↑	Pack Size	Total Stock	On Order	Owings	
<input type="checkbox"/> 1 Primary Wound Dressing Spray	10ml	2 packs	1	0	SAVE DETAILS
<input type="checkbox"/> 1 Primary Wound Dressing Spray	17ml	3	2	0	EDIT DETAILS



Note - Total stock displays in packs or units




depending on your selection.

4. The stock value updates.

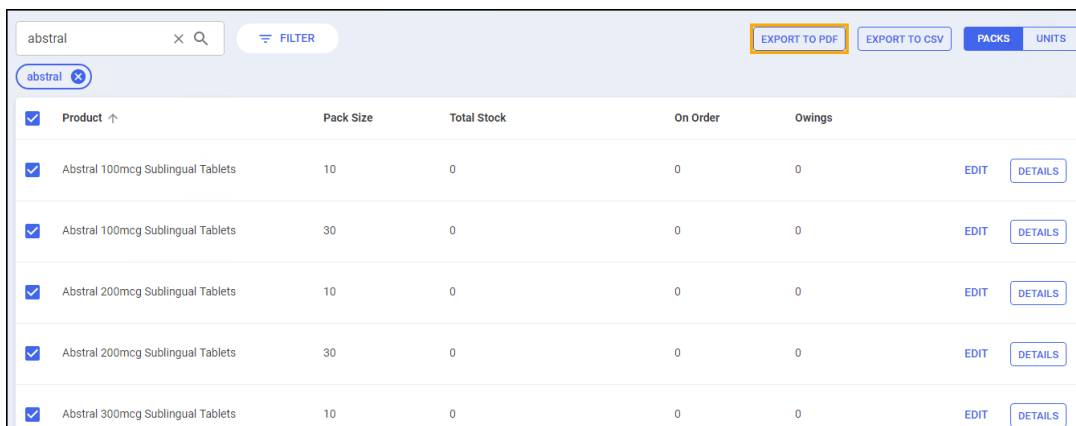
Stock Inventory Report

You can create and export a **Stock Inventory** report in **PDF** or **CSV** from the **Stock Inventory** screens including the **Low Stock**, **Excess Stock**, **Dead Stock** and **Often Owed** filtered screens.

Stock Inventory Report - PDF

To generate a **Stock Inventory** PDF report:

1. Select the required product(s).
2. Select **Export to PDF** :

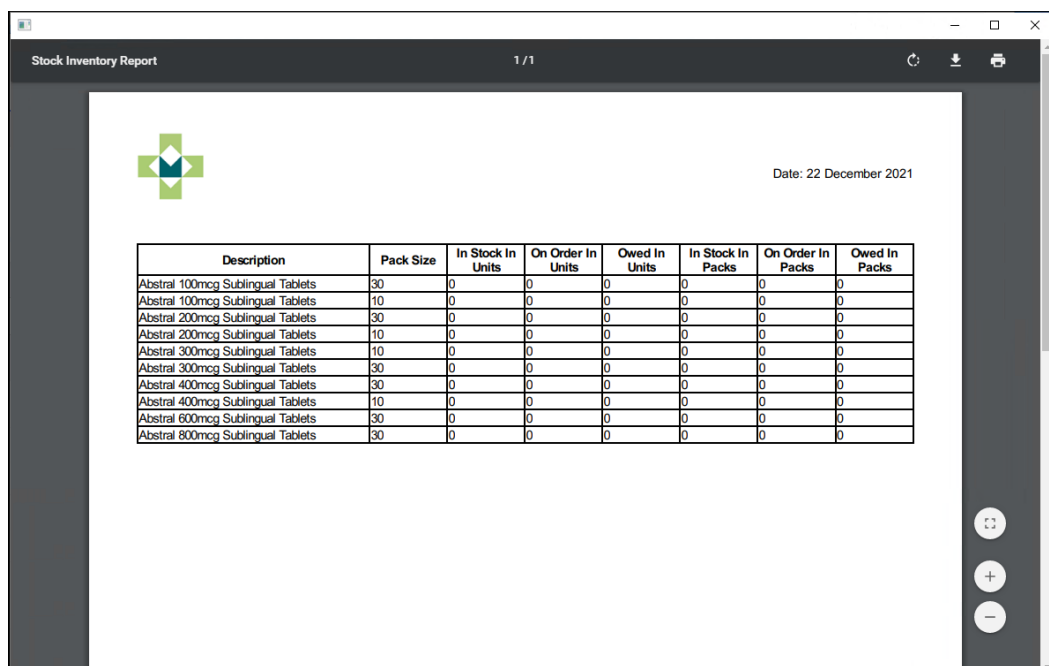


The screenshot shows a web interface for a stock inventory report. At the top, there is a search bar with 'abstral' and a 'FILTER' button. To the right, there are buttons for 'EXPORT TO PDF' (highlighted with a red box), 'EXPORT TO CSV', 'PACKS', and 'UNITS'. Below the search bar, there is a table with columns: Product, Pack Size, Total Stock, On Order, and Owings. The table contains six rows of data for 'Abstral' products with various pack sizes (10 and 30) and strengths (100mcg, 200mcg, 300mcg). Each row has 'EDIT' and 'DETAILS' buttons. A blue checkmark is visible in the left margin of each row.



Note - You must select at least one product to enable the **Export to PDF** button.

3. The **Stock Inventory Report** displays as a PDF. Select to **Print** or **Save** as required.



The screenshot shows a PDF document titled 'Stock Inventory Report' with a page number '1 / 1'. It features the Pharmacy Manager logo and the date 'Date: 22 December 2021'. The main content is a table with the following columns: Description, Pack Size, In Stock In Units, On Order In Units, Owed In Units, In Stock In Packs, On Order In Packs, and Owed In Packs. The table lists various Abstral sublingual tablet products with their respective pack sizes and unit counts.

Description	Pack Size	In Stock In Units	On Order In Units	Owed In Units	In Stock In Packs	On Order In Packs	Owed In Packs
Abstral 100mcg Sublingual Tablets	30	0	0	0	0	0	0
Abstral 100mcg Sublingual Tablets	10	0	0	0	0	0	0
Abstral 200mcg Sublingual Tablets	30	0	0	0	0	0	0
Abstral 200mcg Sublingual Tablets	10	0	0	0	0	0	0
Abstral 300mcg Sublingual Tablets	10	0	0	0	0	0	0
Abstral 300mcg Sublingual Tablets	30	0	0	0	0	0	0
Abstral 400mcg Sublingual Tablets	30	0	0	0	0	0	0
Abstral 400mcg Sublingual Tablets	10	0	0	0	0	0	0
Abstral 600mcg Sublingual Tablets	30	0	0	0	0	0	0
Abstral 800mcg Sublingual Tablets	30	0	0	0	0	0	0

Stock Inventory Report - CSV

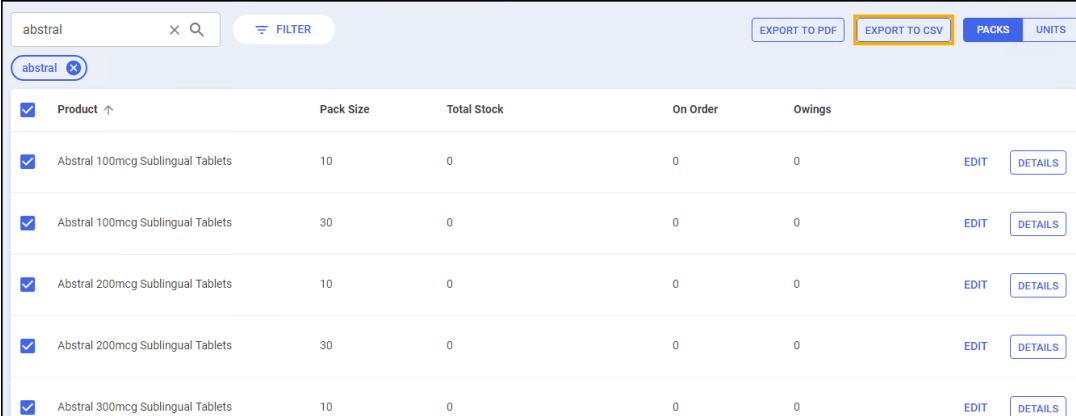
To create a **Stock Inventory** CSV (Microsoft Excel) report:

1. Select the required product(s).



Important - If you do not select an individual product, you will generate a CSV Stock Inventory report of the whole list. For example on the **Often Owed** screen with a filter of **In Stock** selected the CSV output displays all products in stock that are classed as often owed. Please note that if you generate the CSV report on the **Stock Inventory** screen with no filters applied the output will show all products in **Pharmacy Manager**.

2. Select **Export to CSV** :



<input checked="" type="checkbox"/>	Product ↑	Pack Size	Total Stock	On Order	Owings		
<input checked="" type="checkbox"/>	Abstral 100mcg Sublingual Tablets	10	0	0	0	EDIT	DETAILS
<input checked="" type="checkbox"/>	Abstral 100mcg Sublingual Tablets	30	0	0	0	EDIT	DETAILS
<input checked="" type="checkbox"/>	Abstral 200mcg Sublingual Tablets	10	0	0	0	EDIT	DETAILS
<input checked="" type="checkbox"/>	Abstral 200mcg Sublingual Tablets	30	0	0	0	EDIT	DETAILS
<input checked="" type="checkbox"/>	Abstral 300mcg Sublingual Tablets	10	0	0	0	EDIT	DETAILS

3. Save the CSV file to a specific location on your device.

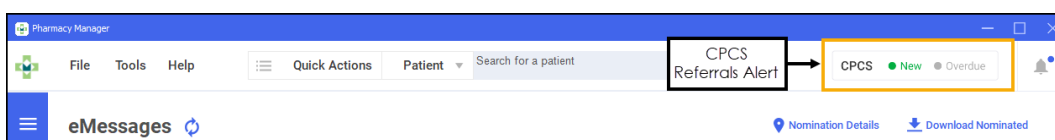
Viewing your CPCS Referrals



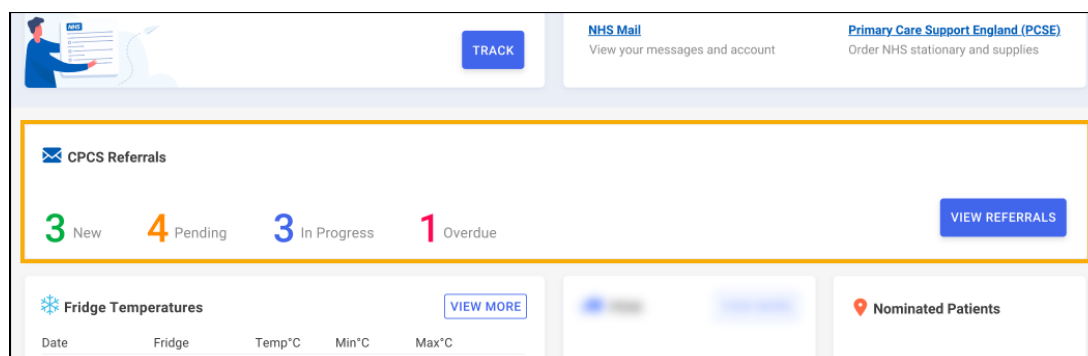
Note - This is for customers using **Pharmacy Services** alongside **Pharmacy Manager**.

You can view your **Community Pharmacy Consultation Service (CPCS)** referrals on the **Pharmacy Manager Dashboard** in two ways:

- A **CPCS Referrals** alert on the **Pharmacy Manager** toolbar displays **New** and **Overdue** referrals:



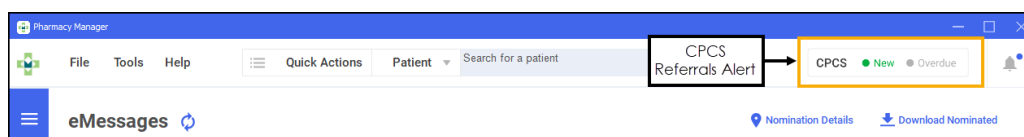
- A **CPCS Referrals** tile displays an at a glance overview of the number of referrals and their current status:



To navigate from **Pharmacy Manager** to view the referrals in **Pharmacy Services**:

1. Either:

- Select the **CPCS Referrals** alert on the **Pharmacy Manager** toolbar:



- From the **Pharmacy Manager Dashboard** select **VIEW REFERRALS**

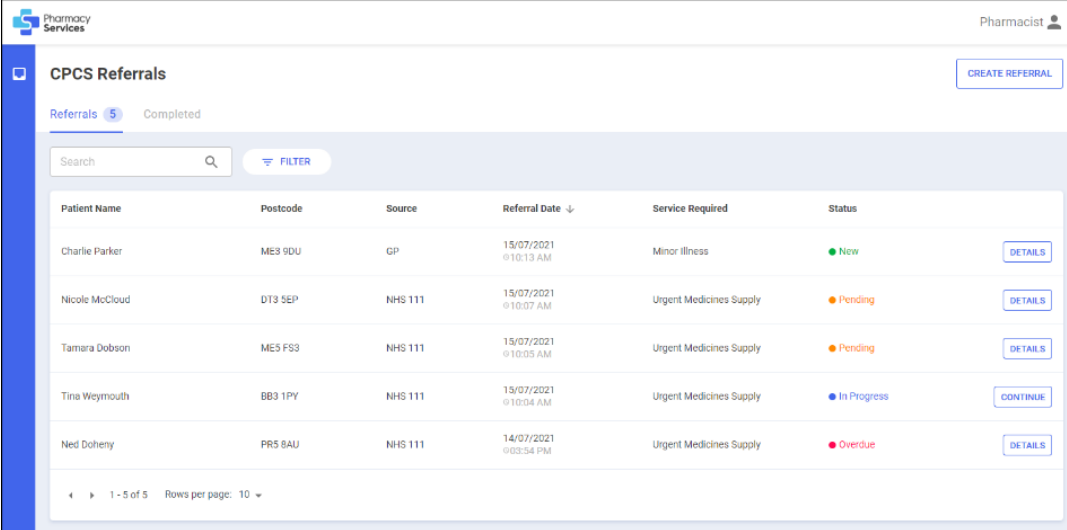



2. **Pharmacy Services** opens in a browser, log in if required.



Important - Internet Explorer is not compatible with **Pharmacy Services**.

3. The **CPCS Referrals** screen displays:



Pharmacy Services Pharmacist 

CPCS Referrals CREATE REFERRAL

Referrals **5** Completed

Search FILTER

Patient Name	Postcode	Source	Referral Date ↓	Service Required	Status	
Charlie Parker	ME9 9DU	GP	15/07/2021 9:10:13 AM	Minor Illness	● New	DETAILS
Nicole McCloud	DT3 5EP	NHS 111	15/07/2021 9:10:07 AM	Urgent Medicines Supply	● Pending	DETAILS
Tamara Dobson	ME5 5S3	NHS 111	15/07/2021 9:10:05 AM	Urgent Medicines Supply	● Pending	DETAILS
Tina Weymouth	BB3 1PY	NHS 111	15/07/2021 9:10:04 AM	Urgent Medicines Supply	● In Progress	CONTINUE
Ned Doherty	PR5 8AU	NHS 111	14/07/2021 9:03:54 PM	Urgent Medicines Supply	● Overdue	DETAILS

1 - 5 of 5 Rows per page: 10



[Click here to view the **Pharmacy Services** Help Centre.](#)